



## -IMPORTANT NOTICE-

TO: **MUNICIPAL CLERKS, CLERK-TREASURERS, CLERK-ADMINISTRATORS, DEPUTY CLERKS, MANAGERS, HUMAN RESOURCE DIRECTORS/OFFICERS, ATTORNEYS, AND OTHER INTERESTED MUNICIPAL OFFICIALS**

FROM: Linda Alire-Naranjo, Program Development & Training Director

SUBJECT: **CERTIFICATION WORKSHOP – April 15-16, 2019**

DATE: February 28, 2019

To assist Clerks and Deputy Clerks in obtaining additional CMC and MMC certification hours/points, we are pleased that IIMC has approved a six (6) hour Communication/Management/Leadership Certification Workshop. It will be offered on Monday afternoon, April 15<sup>th</sup> from 3:00 to 5:15 pm through Tuesday, April 16<sup>th</sup> from 8:00 am to 12:15 pm at the Ruidoso Convention Center, 111 Sierra Blanca Drive. The fee will be \$75.00 through April 8<sup>th</sup> and will increase to \$94.00 after April 8<sup>th</sup>.

For your convenience, this workshop will be offered the day before the start of the Clerks & Finance Officers Association (CFOA) Spring Meeting scheduled on April 16-18 also at the Ruidoso Convention Center. **ATTENTION:** This year's Spring Meeting is scheduled on Tuesday afternoon through Thursday Noon because Friday, April 19<sup>th</sup> is Good Friday prior to Easter Sunday, and those who observe Good Friday will be able to travel on Thursday afternoon to get back for that purpose.

[Click here to access the Preliminary Program and Registration Form.](#) If you decide to attend, [register online](#) or fill out the registration form and send it to us with your payment by Monday, April 8<sup>th</sup>.

**SPECIAL NOTE TO CLERKS:** If you are genuinely interested, please plan your schedule to arrive an extra day early, on Monday, April 15<sup>th</sup>, to take advantage of this certification workshop.

### HOTEL INFORMATION

The [MCM Eleganté Lodge and Resort](#), 107 Sierra Blanca Drive, Ruidoso, 575-258-5500, located adjacent to the Convention Center, has offered us the following special rates:

***Deluxe Double Queen - \$99.00 plus tax, King Studio Suite - \$109 or One Bedroom King Suite - \$119.00***

Rates are based on single or double occupancy and include a full breakfast buffet each morning. Reserve your room by calling the hotel directly at 866-211-7727 or 575-258-5500 and **ask for the NM Municipal Clerks and Finance Officers Room Block.** To assure you obtain these special rates, you must make your reservation by the cut-off date of **MONDAY, APRIL 1<sup>st</sup>**. We have a limited number of rooms blocked and reservations are on a first come first served basis therefore these rooms may sell out prior to 4/1. Thereafter, rooms will be on an availability basis at the regular rate(s). **We recommend you make your room reservation ASAP.** Cancellation Policy: 48 hours prior to arrival.

Should you have any questions, contact me at 800-432-2036, ext. 513 or at [lalire@nmml.org](mailto:lalire@nmml.org). Hope to see you in April.

**IMPORTANT NOTE TO CLERKS:** [Feel free to invite any elected and appointed officials who may be interested in this workshop by sharing this information with them.](#) These documents will be posted to the Web under Events/Training.